

PROBATION BOARD FOR NORTHERN IRELAND

BOARD MEETING – 17 FEBRUARY 2017**9.30 AM – PBNI HQ****382nd MEETING – 14th of THE ELEVENTH TERM OF OFFICE****ATTENDANCE**

Mrs Vilma Patterson (Chairman)	Mr D Brown
Mrs J Gillespie	Mr E Jardine
Mr R Mullan	Mr T O’Hanlon
Mr G OhEara	Mrs P Shepherd
Mr D Wall	

Officials

Ms C Lamont, Chief Executive
Mr Hugh Hamill, Director of Operations
Mrs G Robinson, Head of HR
Mrs M Bowers, (Acting) Head of Finance
Mr M Cox, Board Secretary

Mrs W Rodgers, Personal Secretary (Minutes)

Observer

Ms Grainne Teague, Area Manager

1. OPENING REMARKS AND CONFLICTS OF INTEREST

The Chairman welcomed everyone to the meeting. She particularly welcomed Ms Grainne Teague, Area Manager, to the meeting as an observer and expressed a hope that she would find the meeting informative. The Chairman congratulated Mr Doran on his new role and title of Director of Rehabilitation. The Chairman also congratulated Mr Hamill on being successful in his application for the post of Director of Operations.

The main business of the meeting will be an update from the Policy & Practice Committee (PPC), the Business Plan 2017/18 and the Corporate Plan 2017/20.

Items will be deferred to committees as appropriate.

No conflicts of interests were declared.

2. APOLOGIES

Apologies received from: Mrs J Erskine, Deputy Chair; Mr I Jeffers, Member; Ms A Matthews, Member; Mrs B Stuart, Member and Mr P Doran, Director of Rehabilitation.

3. CONSIDERATION OF THE MINUTES (M01/17)

The minutes of the Board meeting held on 20 January 2017 were accepted as an accurate account of the meeting.

4. MATTERS ARISING FROM THE MINUTES (Paper 11/17)

The Chairman drew attention to outstanding actions for members and advised that the Board Secretary will follow up individually on outstanding actions. Action 4 (a) is agenda item number 8.2 of this agenda. All actions from the 20 January 2017 were noted as being completed.

Action: Members to respond to actions, Board Members.

The Board noted the Matters Arising.

5. CHAIRMAN'S UPDATE – VERBAL

The Chairman advised members that she had taken part in an interview for AgendaNI with Dr Nicola Carr, Nottingham University and Ms Geraldine Hanna, Chief Executive of Victim Support also taking part. The interview has now been published in the February issue of AgendaNI. The article is on the Role of Probation and how it contributes to the Criminal Justice family. The Chairman wished to record her thanks to Gail McGreevy, Head of Communications, for her preparation and work for the article. It was advised that the Department had been kept up to date throughout the process.

The Chairman will be meeting with the Minister of Justice on 23 February 2017 to discuss the Corporate Plan 2017/20.

Members are aware of the event taking place on 30 March 2017; the event will not formally launch the Corporate Plan 2017/20 but will take the form of a seminar which will focus on Probation. A number of speakers have already agreed to take part with the Lord Chief Justice being the keynote speaker. More details will follow at the March Board Meeting.

The Board noted the update.

6. CHIEF EXECUTIVE'S UPDATE – VERBAL

The Chief Executive informed the meeting of the sudden death of Kathy Franklin, Administration Officer, who was based in the Ballymena office. Condolences have been sent and Mrs Robinson has also met with the family. The Chairman has written on behalf of the Board expressing condolences.

The Chief Executive explained that the title of Deputy Director have now been changed as recommended in the Organisational Development Review. Mr Doran's role and title has changed to Director of Rehabilitation and Mr Hamill was successful in his application for the position of Director of Operations. The interviews for Assistant Directors will take place, week commencing 20 February 2017; this concludes the appointments of permanent positions with no acting positions at senior level. This will allow the Organisation to go forward in a position of strength over the next Corporate Plan period. The Board will be advised of the outcome of the interviews for Assistant Director posts at the next Board.

It was advised at the January Board that Sonia Crozier of the National Probation Service (NOMS) in England and Wales would be visiting PBNI for a two day visit on 26 and 27 January 2017. This visit took place with Ms Crozier and a colleague looking at PBNI's initiatives around projects such as 'Reset' and 'ECO'. It was explained that NOMS has been deconstructed but had been renamed and relaunched to incorporate both prisons and probation as Her Majesty's Prison and Probation Service. The Members were provided with background into the changes happening in England and Wales. The Chief Executive will be visiting London in March and will keep the Members apprised of the changes taking place in England and Wales.

The Chief Executive advised that she has been invited as the guest speaker at the next passing out parade of the Prison Services. Mr Ronnie Armour has been appointed as Director of the Reducing Offending Directorate and Mr Phil Wragg remains Director of Operations.

The Board noted the update.

7. CORRESPONDENCE (Paper 12/17)

The Chairman advised members that there were two items of correspondence for members to note.

- 7.1 Letter received by Cheryl Lamont from Nick Perry re budget update
- 7.2 Letter received by Cheryl Lamont from Nick Perry to Accounting Officers re 2017/18 Budget Planning

The Chief Executive advised members that there will be a meeting of the Accounting Officers week commencing 20 February 2017. It was explained that scenario planning for a cut of 4% is currently being worked upon by our Finance Department. This would equate to a £640k cut to the Organisation's budget. As previously explained, protecting staff costs had meant that saving in all other areas had been 'maximized out'. There was discussion on projects that are currently being funded until the end March 2017, such as ECO. It was explained that ECOs can be handed down by sentencers until the end of March and therefore staff will be required to supervise these orders even after the funding ends. Discussion ensued around 'Fresh Start'. The Chief Executive advised that a meeting of the Programme Board of 'Fresh Start' will take place next week and she may be better placed to brief members on the position following the meeting.

Action: An update will be provided to Corporate Resources Committee on an update on Fresh Start initiatives, Chief Executive.

There followed a discussion on the impact of cuts in funding on the Community and Voluntary Sector.

The Chairman commented on the need to present evidence on the benefits and outcomes of projects undertaken by Probation.

The Board noted the correspondence

8 AUDIT AND RISK ASSURANCE COMMITTEE

In the absence of the Committee Chair, Mr Jardine had been asked to provide the Committee update to Board Members.

8.1 Update from Committee Chair

It was advised that the Committee has carried out a self-assessment survey which has been positive overall. The Committee will be looking at this formally at its next meeting. There were two internal review reports, Administration of Grants and Business Continuity. Both received a 'satisfactory' rating under the new rating system with no recommendations. The Terms of Reference for the Corporate Governance Audit was discussed and amendments will be discussed with Mr Anderson of Internal Audit.

The Board noted the update.

8.2 Update on Internal Audit Centralisation

Mr Anderson provided the Committee with an update on the Centralisation of Internal Audit throughout the NICS which would allow provision for the use of skills across the entire service. It was advised that there would be the least impact on DOJ due to the security level required and the work involved. Mr Anderson confirmed that he will continue to work with PBNI and the Committee had no concerns with this arrangement.

The Board noted the update.

8.3 Strategic Risk Register (SRR) (Paper 13/17)

The Strategic Risk Register for the 3rd quarter was presented to the Board for noting. Mr Jardine drew attention that sick absence had been added as a risk. It was noted that the procedures were being followed and working well but to date there was limited impact on reducing sick absence. The Corporate Resources Committee does have this under review. The Office Transfer Pilot Project has been added as an emerging risk. The Director of Operations and Board Secretary recently met the DOJ to discuss the proposed pilot (under the pilot PBNI have been asked to transfer the lease for HQ to the DOF). At the meeting a number

of questions were posed to the DOJ: Did HQ meet the eligibility criteria; what are the governance arrangements for the pilot; the impact of transfer on PBNI's accounting; long term costs of office transfer and how can due consideration be given to PBNI's statutory obligations in context of transferring properties to the DOF. On receipt of a response to those questions the Board will be advised in order that it can make a decision on whether to participate in the pilot.

The Board noted the Strategic Risk Register and the emerging risks.

8.4 Draft Minutes 27 January 2017 (Paper 14/17)

The Draft Minutes from the meeting held on 27 January 2017 were presented to the Board for information. The minutes will be approved at the next meeting of the Committee on 31 March 2017.

The Board noted the minutes

9. POLICY AND PRACTICE COMMITTEE

9.1 Update from Committee Chair – 3 February 2017

The Committee Chair provided the Board with an update from the Committee meeting held on 3 February 2017. It was advised that two papers for noting had come to committee, Statistical Profile of Order by ACE and Caseload – Management Information. It was explained that Orders by ACE is an important piece of work which assists staff on the level of interventions required. The Caseload Report had been changed to provide more meaning in regard to context of the statistics and the Committee had agreed to adopt the new format which will be presented to the Board going forward.

Dr O'Hare attended and presented to the Committee on three items.

Framework for Developing Evidence Base – the importance of building evidence based evaluations into services and programmes with a link to Programme for Government was explained and discussed.

Promoting Positive Relations – This is an intervention for non-adjudicated alleged domestic violence perpetrators. The pilot was positively evaluated; although it was noted that due to the Department of Health's withdrawal of funding the pilot size was dramatically reduced. The DoJ maintained their funding for one year but ceased in the June Monitoring of 2015..

What is Problem Solving Justice – Dr O'Hare explained her work through the Churchill Fellowship and what Problem Solving Justice was. It was agreed by the Committee that this would be a useful presentation for the Board. It would be helpful in increasing the Board's understanding of the subject. The Board agreed to invite Dr O'Hare to present to the Board.

Action: Dr O'Hare to be invited to present on Problem Solving Justice to the Board, Secretariat

The Board noted the update.

9.2 Remote Working Policy (Paper 15/17)

The Remote Working Policy had been presented to the Committee by Mr McCutcheon, Head of IT, and was fully discussed at committee with no changes recommended by the Committee prior to presentation to the Board for approval.

The Director of Operations explained to members that staff and managers had asked for clarity and the need for consistency and clear guidance. Points 6.3 and 6.4 state that the Policy is to be used by exception, and only with prior permission, to work away from an individual's office base. It was confirmed that remote working can be withdrawn at any time. The Board asked that the use of the Policy be monitored and an update of the implementation of the Policy be brought to the Corporate Resources Committee in six months.

Action: An update on the implementation of the Policy to be brought back to the Corporate Resources Committee in six months, Head of IT.

The Board approved the Remote Working Policy.

9.3 Significant Risk of Serious Harm (SROSH) Policy (Paper 16/17)

It was advised that the (Acting) Assistant Director Risk had presented the Policy to the Committee and explained that the main change to the Policy was test of 'significance'. The Director of Operation advised the Members that requirement to review the Policy and Procedures was due to the outcome of some recent cases. Advice from Professor Hazel Kemshall, Professor of Community and Criminal Justice at De Montfort University, had been sought throughout the review. The Policy received full discussion by the Committee and it was agreed to recommend approval to the Board.

The Board approved the Significant Risk of Serious Harm Policy.

9.4 Draft Minutes – 3 February 2017 (Paper 17/17)

The Draft Minutes from the meeting held on 3 February 2017 were presented to the Board for information. The minutes will be approved at the next meeting of the Committee on 28 April 2017.

10. CORPORATE PLAN 2017-2020 (PAPER 18/17)

The Board Secretary introduced the paper to the Members. It was explained that there had been a number of additions made to the Plan since the Members has approved the draft at the December Board. The additions took account of the current Assembly impasse. If agreed by the Board at this meeting a copy will be sent to the Minister for her approval. The Department had advised that the Programme for Government is to endure. Discussion ensued on the Programme for Government and the need for the Plan to be shaped around PBNI's statutory duty. It was advised that the Plan will not go to print but will be published on the Website in the first instance, with hard copy being printed later in the year.

The Chairman recorded her thanks to the Board Secretary, Board Sub-group and the Members of the Executive Team for the time and work that they had put into producing the Corporate Plan 2017/20.

The Board approved the draft Corporate Plan 2017/2020.

11. DRAFT BUSINESS PLAN 2017/18 (PAPER 19/17)

The draft Business Plan for 2017/18 was presented to the Board. The purpose of the Business Plan is to deliver on the key outcomes and measurable actions of the incoming Corporate Plan. There was discussion on the strategic priorities and how the high level Business Plan Report ties into the matrix supporting it. It was suggested that Board would benefit from sight of the matrix to give a better understanding of the delivery of the Business Plan.

Action: the Business Plan 2017/18 to be brought back to the Board in March together with the matrix, Director of Operations.

The Board noted the Draft Business Plan 2017/18

12. FINANCIAL OUTTURN – JANUARY REPORT (Paper 20/17)

The (Acting) Head of Finance presented the paper to the Members. The year to date underspend is £36k or 0.25% of the budget as of 31 January 2017. The Report showed the actual v budget as at the end of January which is profiled against the October monitoring. The (Acting) Head of Finance explained the variance and advised that she could assure the Board that there were no

concerns. The commitment for January monitoring had been advised and re-profiling needs to be carried out.

The capital spend is behind due to two large items but it is expected that these will come in before the end of March.

The VAT situation is ongoing.

Prompt payments are slightly down and members were advised of the background to this.

The Board noted the paper.

13. PROGRAMME OF PROJECTS AND BUSINESS (PAPER 21/17)

The (Acting) Head of Finance presented the paper to members and advised that the paper had received its quarterly discussion at the January Board and there was little change from then. One amendment to the paper under RESET was that it should read October '16' and not '17' as stated. The Graffiti Van is due to be fitted out in March. The initial Project Board for the Case Management System has met. With regard to ECO, it was advised that there would be 100 plus clients post end of March and this has been built into the budget in terms of supervising these orders.

Discussion ensued in respect of estates with particular reference to the progress in finding a replacement for Crawford Square and Limavady Road offices. The Director of Operations confirmed that extensive searches and site visits had not been successful in identifying a viable alternative for the centre of Derry. The Director of Operations is to revisit the option of 25 Shipquay Street. PBNI previously withdrew from this option given the lack of a second emergency exit point from the site. The Director of Operations is to discuss 25 Shipquay Street with the local PSNI. Once clarification on security of the property has been received from the PSNI, the Director of Operations was asked to follow-up with John O'Kane, Area Manager, on a meeting with the Chairman and residents of Crawford Square. Feedback to be provided to the Board.

Action: Clarity from PSNI to be sought. Director of Operations

Action: Follow-up with John O'Kane, Area Manager, on meeting with residents of Crawford Square, Director of Operations

The Board noted the paper.

14. MANAGEMENT INFORMATION PAPER (Paper 22/17)

14.1 Management Information paper (paper 22-1/17)

The Director of Operations advised that the change in information contained in the Report was highlighted in yellow. As previously advised under the Policy & Practice Committee update, the analysis is to provide more context. There were no Serious Further Offences to report.

The Board noted the paper

14.2 Update on PBNI Initiatives (Verbal)

As discussed under agenda item 7 of this agenda, the Chief Executive is to provide an update on 'Fresh Start'

Action: Update on 'Fresh Start' initiatives to be provided to the Corporate Resources Committee, Chief Executive

The Board noted the update.

14.2 HR Report (Paper 22-2)

The Head of HR updated members on sick absence and the work being done to reduce it. The recent audit on PBNI's procedures and adherence to same received a 'satisfactory' rating. HR are looking at the issuing of improvement notices. Discussion ensued on the duty of care to those in work and those not in work. Support for frontline staff to deal with stressful areas of work was also discussed. A member asked about PBNI's access to other support organisations within the justice family.

The Board noted the paper.

14.3 NILGOSC Pension (Verbal)

The Head of HR gave a verbal update on the NILGOSC Pension issue. Background into the issue was provided together with an update on the engagement with the unions. The Board agreed that the Head of HR had its ongoing support on the matter.

The Board noted the update.

15. PROGRAMME OF VISITS AND BUSINESS (Paper 23/17)

The Chairman and Chief Executive attended the NIO NIRT Symposium at St Andrews. This was particularly interesting when cross border work and the impact this will have was discussed. This had particular relevance to the work PBNI does with the Irish Probation Service.

The Board noted the paper.

16. BOARD WORK PLAN 2016 – 2017 (PAPER 24/17)

The Board Secretary advised that a draft 2017/18 plan had been worked upon with the predicted items being included. The approach is to provide structure to all dates and the diary. A meeting will be taking place with Committee Chairs after this meeting to discuss their work plan. The Management Executive Team will be asked to review the draft and provide their comment. It is intended to present the final work plan to the Board in March.

Action: Committees to feedback on the draft work plan, Committee Chairs

Action: MET to feedback on the draft workplan, Management Executive Team

The Board noted the paper.

17. ANY OTHER BUSINESS

The Chairman thanked Ms Teague for attending the meeting and hoped that she found it informative.

Dr O'Hare will be presenting at the March Board.

The Chairman thanked all attendees for attending the meeting.

18. BOARD SECRETARY'S BUSINESS

17.2 As a reminder Roisin Muldoon, Assistant Director, is organising the Spring Ball. If any members wish to attend, please contact Secretariat for tickets

17.4 Members were reminded that the Board Secretary will be on annual leave until 21 March 2017

19. DATE OF NEXT MEETING

The next meeting will take place on Friday 24 March 2017, PBNI HQ, Conference Room, 9.30 am.

Vilma Patterson
Chairman

Date